



Headteacher: Mrs Samantha Ruck

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Monday 14th October 2024

Dear Parents/Carers,

Reporting absence due to Illness & Lateness

At Garden City Academy we believe for your child to succeed with their learning, good attendance and punctuality is essential. Children cannot achieve their full potential if they are not at school and if they are missing valuable lesson time.

Reporting absence due to illness

Parents are required to contact the school office via telephone as soon as possible on the first day of their child's absence. A telephone call will be made to the parent of any pupil who has not reported their child's absence on the first day that they do not attend school. If the parent does not answer the call, then a voicemail will be left asking them to contact the school. If they still fail to contact the school by lunchtime, then the absence is marked as unauthorised. If the child is still absent the following day, the same process is followed. If your child has been absent for 4 consecutive days, our family support team will need to do a welfare check (home visit), as per our attendance policy.

From immediate effect, and following DFE and Hertfordshire's Attendance team guidelines we will not be accepting the following (and similar) as justifications relating to illness and these will be recorded as unauthorised absence:

- 'Not feeling well'
- 'Poorly'
- 'Has a cold'
- 'Has a cough'

We will be using NHS guidance for authorising illness, please see the link for guidance:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health-topics/when-to-see-a-gp/when-to-see-a-gp-when-to-see-a-gp)

We may ask for supporting documentation, such as Dr's notes and proof of appointment in order to authorise certain absences.

Lateness

The school day starts at **8:45 (KS1) and 8:30 (Year 5 and 6)**. Children should be in their classroom at this time. Once registers close, and your child arrives after this time they will be marked as 'Late after registers closed (U)'. As per DFE and Hertfordshire guidance, this code contributes towards your child's unauthorised absences.

If you require further understanding or support, please contact the school. You can also access our attendance policy on the school website: <https://gardencityacademy.co.uk/academy-information/policies>



We appreciate your support with this.

Yours Sincerely,
Mrs Ruck



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